

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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FROM: EXTENSION: NO. FBIS-0300/85
 Director, Foreign Broadcast Information Service DATE 19 July 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Science and Technology Room 6E45 - Headquarters
2. ATTN: Chief, Management Staff

This memo requests additional space for FBIS in the Rosslyn area.

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FBIS-0300/85

19 July 1985

MEMORANDUM FOR: Deputy Director for Science and Technology

ATTENTION: Chief, Management Staff, DDS&T

FROM:

Director, Foreign Broadcast Information Service

SUBJECT: FBIS Space Needs in Rosslyn; CY 1986 - CY 1988

1. In accordance with discussions at our last biweekly review, this memorandum documents the FBIS request for additional space in the Rosslyn area. Paragraph three requests 5,100 square feet be made available for our occupancy by October 1986.

2. Construction work is finally under way on the 8th floor of Ames Building. This will permit relocation of the Engineering Division, thus completing the occupancy plan agreed upon in early 1984. The continued growth of FBIS and the detailed technical definition of our Modernization activities result in the need for additional space in the Rosslyn area. On 18 July DD/FBIS briefed the Headquarters Facilities Management Board on our specific needs. This memorandum formalizes the request.

3. The requirement for additional space is based on the now available detailed definition of FBIS Modernization and expected personnel increases in FY 1986 and FY 1987. Space requirements for personnel are based on 100 square feet per person for 50% of the requested personnel increase. The specific needs are as follows:

TV Processing Center	1000 sq. ft.
Modernization Contractor	400
Personnel Increases	
Engineering Group (New)	600
Production Group	1100
Analysis Group	500
Operations Group	1500

TOTAL 5100 sq. ft.

4. I will be pleased to provide any further details

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DDS&T/FBIS (18Jul85)

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